

Delivery Schedule Manager Instructions for Awardees

Background

The Delivery Schedule Manager (DSM) is a module in DoD's Procurement Integrated Enterprise Environment (PIEE). PIEE includes many applications used by DoD awarding offices and their awardees for procurement and similar functions. Some of the applications in PIEE that DoD awardees (i.e., contractors or grant recipients) should be familiar with include Wide Area WorkFlow (WAWF), Electronic Data Access (EDA), and the GFP module.

DSM was initially developed by Defense Contract Management Agency (DCMA) as a tool to communicate with DoD buying activities about delivery schedule delays, particularly for major systems acquisitions. Enhancements were made recently to DSM to allow for its use as a DoD-wide portal for receiving "contractual" reports, notices, and communications from awardees. DSM is well suited as a portal for awardees to submit reports to DoD field administration offices, such as DCMA and ONR Regional Offices, because it is in a DoD-wide platform. Those involved in DoD procurement, grants, and similar instruments generally already have access to the PIEE platform. One of the goals of these enhancements was to leverage the use of a DoD-wide web-based portal, instead of using emails or office-specific portals, for report delivery and communications.

How Awardee staff Gain Access to the PIEE platform

If you don't already have access to the PIEE platform and need that access to perform your duties, you will first need to request access to the platform. If you already have access to the PIEE platform, go to the next section. To request access to the platform, go to PIEE at <https://piee.eb.mil>. Then click on the "New User" box in the upper righthand corner of that page. If your organization has not yet registered in PIEE, it will need to follow the directions at the link under "New Vendor Organization - Getting Started Help" before individual users from that organization can register.

If your organization has already registered in PIEE, but you have not registered as a user, click on "Register" at the bottom of the New User page. Also, the New User page includes instructions for individual awardee (vendor) users under the link for "Vendor Registration information and demonstration". As you are registering, ensure under Step 2 (where you identify the specific PIEE roles being requested) that you follow the guidance in the next section below related to selecting the correct DSM role (WAWF Vendor role or DSM Vendor role).

How Awardee staff Gain Access to DSM when they already have Access to PIEE

DSM has two user roles, the WAWF Vendor role and DSM Vendor Role. The WAWF Vendor role provides access to both WAWF and the DSM module, while the DSM Vendor role provides only provides access to DSM. Thus, awardee personnel that already have the WAWF Vendor role in PIEE will already have access to the DSM module. Awardee personnel who **only**

need access to DSM for report submission or report monitoring purposes but don't need access to WAWF, should request the "DSM Vendor" role in PIEE.

To request access to DSM, click on "My Account" at the upper left-hand side of the PIEE homepage at <https://piee.eb.mil>, then click "Add Additional Roles". After confirming information about your profile, you will then do the following:

- Step 1 – Select Delivery Schedule Manager (DSM) or WAWF, as appropriate, from the drop down
- Step 2 – Select the DSM Vendor Role or WAWF Vendor role, as applicable.
- Step 3 – Click "Add Role"
- Step 4 – Confirm the information (CAGE Code or Group) and proceed to finalize your request (adding any justifications to support your request).

Once your access to DSM has been approved through one of the two aforementioned roles, you will then be able to see the DSM module icon after navigating to the PIEE homepage.

Using DSM to Request Award Changes or Submit a Communication/Question to the Administration Office

To request a change to an award or a communication, click on the DSM module icon from the PIEE homepage and then click on "Award Specific View" on the left side of the page to search for your award number. After locating and clicking on your award number*, then click on the hyperlink for "Submit Award Specific Request/Inquiry to Administration Office". Select "Request Award Change(s)" under the Submission Type field when requesting an award change, otherwise select "Communication" in the submission type field. On this screen, at a minimum, enter the email address of your ONR Administration Office POC (so this person is notified that the request is available for review in DSM), as well as enter a comment in the Message section. You may also click on the "Add Email" button to search for and add your Administration Office POC email so that an email notifies them of the communication. If you are submitting an attachment with the Award Change Request or Communication, you will need to click on the Attachment Tab on this page and select the respective Attachment Type and Submission Type prior to submission. For a Communication, you are required to enter a comment in the Notes section.

***If the award number is not found, an email for the communication or award change will need to be sent.**

Using DSM to Submit Reports to the Administration Office

After clicking on the DSM icon at the PIEE homepage, search for your award number under "Award Specific View". After clicking on the award number hyperlink, scroll down to the relevant report under either "Interim Reports Due" or "Final Reports Due" and then click on "Submit/View Reports" under the applicable row. If the award number is in DSM but the type of report does not show in the list, it is either because the report is not required to be submitted to the Administration Office or due to a mistake in the manual entry of the award report requirements in DSM. If you believe there is a mistake, contact your administration office via the

“Submit Award Specific Request/Inquiry to Administration Office” by submitting a Communication. Please do not submit an interim or final report via this method.

Suggestions

If you have suggestions on how to improve this document, email Joshua Kabisch at joshua.m.kabisch.civ@us.navy.mil.